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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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**AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS**

**References:**

Education Code Sections 76224 and 76232;  
Title 5 Section 55025

**Responsibilities:**

- A. The Vice President, Academic Affairs, shall be responsible for the overall coordination and implementation of the procedures relating to grading.
- B. The Director of Admissions and Records shall be responsible for maintaining all grade records and for enacting appropriate procedures for the orderly processing of grades and related documents.

**Definitions:**

Definitions of all terms used in these procedures shall be those adopted in the Student Attendance Accounting Manual as issued by the Chancellor's Office of the California Community Colleges.

**Academic Record Symbols:**

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

**Evaluative Symbols:**

- A – Excellent (Grade Point = 4)
- B – Good (Grade Point = 3)
- C – Satisfactory (Grade Point = 2)
- D – Less than satisfactory (Grade Point = 1)
- F – Failing (Grade Point = 0)
- P – Passing (At least satisfactory – units awarded not counted in GPA)
- NP – No Pass (Less than satisfactory, or failing – units not counted in GPA)

**Non-Evaluative Symbols:**

- I – Incomplete:

- A. The grade of “I” may be given when unforeseeable emergencies and justifiable reasons cause the student to be unable to complete the academic work by the end of the course. It is the responsibility of the student to initiate the action and the “I” grade is assigned at the discretion of the instructor. The “I” shall not be used in calculating units attempted nor for grade points.
- B. The condition for the removal of the “I” shall be stated by the instructor in a written record. The record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. The instructor shall indicate the grade to be assigned in the event the student does not complete the required work within one year from the end of the term in which the “I” was assigned. Such grade must be A, B, C, D, or F except that P and NP grades may be assigned where the course provides for grading on this basis and the student has elected to be graded on the P/NP basis by the appropriate deadline. This grade shall be based on the total requirements for the course and a grade of W may not be assigned.
- C. The necessary makeup work and any other conditions required for the student to complete the course shall be filed in the Records Office by the instructor in writing. The Records Office must give the student a copy. After one year, the Records Office shall replace all uncleared “I” grades with appropriate grades as filed by the instructors and all such grades shall remain final. Petitions to change these grades or to exceed the one-year makeup period must first be approved by the instructor and then submitted to the Grade Review Committee for final disposition.
- D. The “I” grade shall not be assigned until after the official withdrawal date.
- E. Until the “I” grade is cleared, the student cannot re-enroll in said class.
- F. The “I” symbol shall not be used in calculating units attempted nor for grade points.

**IP – In Progress:**

The “IP” symbol shall be used only in courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The “IP” symbol shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student’s permanent record for the course.

**RD – Report Delayed:**

The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the

student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

#### **W – Withdrawal:**

The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024. The grade of W shall be assigned for withdrawal from a class or classes in accordance with semester dates determined by Enrollment Services and listed in the PeopleSoft Class Roster for both student-initiated withdrawal and instructor-initiated drops (see BP 5070 Attendance for instructor drops due to poor attendance). One exception is when a student is required to leave a class for cheating; then a grade of F may be given in accordance with Administrative Regulations on Academic Honesty. Another exception is for military withdrawal, in which an MW is assigned, as indicated below.

- A. Students withdrawing or being dropped after the final withdrawal deadline must be assigned a grade of A, B, C, D, F, MW, EW, P, or NP. The grade to be assigned shall be based on the total semester requirements for the course.
- B. **Classes that meet less than a full semester length** - if the date of last attendance is prior to census, the grade recorded by the instructor must be an NS (No Show) and will not be recorded on the transcript. If the date of last attendance is on or after census and before the end of the deadline week to withdrawal then the recorded grade must be a W. After the deadline week, a letter grade other than W must be assigned and must be based on the total course requirements.
- C. Students may petition for a W grade after the final limit for W's only for extenuating circumstances beyond the control of the student, such as verified accident, or illness. Petitions must be reviewed and approved by the Grade Review Committee.

#### **Pass/No Pass Grading:**

Based on the recommendation of the department and the school dean, credit courses in which students may be graded on a pass/no pass basis are indicated in the college catalog as either all students in the course will be graded on a pass/no pass basis or as individual students within the course who may petition to take the course on a pass/no pass basis, rather than on a letter grade basis. If a student elects to take a course on a pass/no pass basis, they must notify the instructor no later than the end of the first 30% of the term as indicated in the Class Roster. In any course taken on a pass/no pass basis, students are required to do all of the work assigned and take examinations just as though they were getting a letter grade. To receive credit, a student must do work equivalent to a C grade or better. Courses taken on pass/no pass basis are limited to twenty units if applied toward the Associate Degree. All courses not applicable to the degree (courses in the 600 and 800 bands) shall be graded pass/no pass. (See BP/AP 4232 Pass/No Pass)

#### **MW – Military Withdrawal:**

The “MW” symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024. The grade of MW may be assigned to students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from classes. Upon verification of such orders, the grade of MW may be assigned at any time from the beginning of the period that W's may normally be assigned, through the end of the course. The MW grade shall in no way adversely affect a student's academic record. The MW grade shall not be counted in completion ratio or GPA calculations. The grade of MW may be applied as appropriate retroactively to January of 1990.

**EW – Excused Withdrawal:**

The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. The grade of EW may be assigned to students who are deemed to have withdrawn from classes due to reasons beyond their control. Upon submission of the Appeal for Excused Withdrawal form and supporting documentation when applicable, the grade EW may be assigned for courses taken in Winter 2018 and onwards. The EW grade shall not be counted in completion ratio or GPA calculations.

**When Grades are Awarded:**

If the last day of a scheduled class falls within a term (fall, spring, or summer), credit shall be awarded in the term in which the class ends. If the last day of a scheduled class falls between terms, credit shall be awarded in the subsequently scheduled term unless prior arrangements are made through the department offering the class.

**Correction of Grades:**

A grade, once determined by the instructor and reported, shall be final in the absence of mistake, fraud, bad faith or incompetency. A student who has been assigned a final grade which they believe to be incorrect may file a "Request for Correction of Grade" form obtained from the Office of Admissions and Records. All requests for correction should be made by the student, in writing, within two years after the end of the term in which the grade in question was earned. In the absence of the instructor, the request shall be referred to the Grade Review Committee. (See BP/AP 4231 Grade Changes)

**Prerequisites:**

Credit courses shall be open for enrollment to any student who meets the designated prerequisites. Prerequisites shall be approved in the curriculum process and be listed in the college catalog and the schedule of classes. Such prerequisites shall be enforced as equitably as possible. If coursework is involved, successful completion of a prerequisite means that a grade of P, C, or better was earned. D, F, or NP grades do not meet the prerequisite. (See BP/AP 4260 Prerequisites, Co-requisites, and Advisories)

**Open Entry/Open Exit Courses:**

Students completing 0-29% of the work or time required in an open entry/open exit course will be given an NA grade. Students completing 30-74% of the work or time required will be assigned a W grade. The W's will be included in completion ratio calculations. Students completing 75% or more of the work or time required will be assigned the grade earned, i.e., A, B, C, D, F, P, or NP. The exception to this is the grade of MW or EW.

Also see AP 4230 Grading and Academic Record Symbols, BP/AP 4231 Grade Changes, and AP 4232 Pass/No Pass.

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*(Replaces LBCC Administrative Regulation 4021)*